

10/20/09

5.1 Statement of Work

Obligation			
Task	What	Description	Task Milestone Date
#1.1 Advise Council	Attend Council Meetings & Advise Council	Submit progress reports prior to Council meetings (or at least every two months), attend meetings	Throughout term of contract
#1.2 Advise Council	Identify methods to track & report annual progress	Help develop framework to document progress	No later than 8/20/2010
#2.1 Pilot establishment	Schedule and Hold Training	Pilot coaching, Env Policy Stmts, Action Plans, Measurement etc.	11/2009 - 10/2010
#2.2 Conference Calls	Participate in Monthly Calls	Monthly conference calls with pilots	12/2009 - 10/2010
#2.3 Pilot establishment	Website	Develop website for pilots and council, keep updated	No later than 1/31/2010
#2.4 Pilot establishment	Site Visits	Up to two visits per site	First visit no later than 4/30/10, second as needed
#3.1 Annual Report (pilots)	Annual Compliance Reports	Develop framework for annual report	No later than 5/1/2010
#3.2 Annual Report (pilots)	Annual Compliance Reports	Assist Pilots in completion of Draft Reports	No later than 7/1/2010
#3.3 Annual Report (pilots)	Annual Compliance Reports	Assist Pilots in completion of Reports	No later than 10/1/2010
#4 Project Management	Invoicing and reporting	Submission of invoices in a timely manner	At least quarterly throughout contract
#5 Final Report	Final Project Report	Summary of project, lessons learned, recommendations for EMS Program	Due on the final date of the contract